

Course Name**Microsoft Project Level 1****Course Duration****One Day****Course Objectives**

This course is suitable for people who are responsible for managing projects in a work environment. This includes creating and maintaining project plans.

Course Content

- **Starting a Project**
 - Project Management 101
 - Navigate and Customize the Project 2013 Interface
 - Add Tasks to a Project
 - Add Resources to a Project
 - Save a Project
- **Working with Project Calendars**
 - Manage Project Time Frames
 - Change Working Time
- **Working with Project Tasks**
 - Manage Project Tasks
 - Add Summary Tasks and Milestones
- **Working with Project Resources**
 - Manage Project Resources
 - Allocate and Level Work Resources
- **Delivering a Project Plan**
 - Print Project Views
 - Share Projects
 - Export Projects

Prerequisites

Knowledge of Windows along with familiarity with using a keyboard and mouse is assumed.

Interested in this course?

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